

ORDER FOR SUPPLIES OR SERVICES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 11/04/2013		2. CONTRACT NO. (If any) GS-10F-0309N		6. SHIP TO: a. NAME OF CONSIGNEE HPOD PY1	
3. ORDER NO. EP-G14S-00107		4. REQUISITION/REFERENCE NO. PR-OSWER-14-00012			
5. ISSUING OFFICE (Address correspondence to) SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460				b. STREET ADDRESS One Potomac Yard 2777 S Crystal Drive	
				c. CITY Arlington	d. STATE VA
				e. ZIP CODE 22202-3553	
7. TO: DAVID SLUTZKY				f. SHIP VIA	
a. NAME OF CONTRACTOR SKEO SOLUTIONS, INC.					
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 2417 NORTHFIELD RD 4349756700				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY CHARLOTTESVILLE		e. STATE VA	f. ZIP CODE 229011727		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD PY1	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input checked="" type="checkbox"/> d. WOMEN-OWNED <input checked="" type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
				16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 963278551 IGF::OT::IGF Superfund Redevelopment Initiative (SRI) TOPO: Frank Avvisato Max Expire Date: 11/14/2018 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$0.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$23,748,500.00
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)



23. NAME (Typed)
Eric Schermerhorn
TITLE: CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER
11/04/2013

CONTRACT NO.
GS-10F-0309N

ORDER NO.
EP-G14S-00107

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460</p> <p>Accounting Info: 14--T-72DC-303DD2-2505-HQ00BM00--1472DC5001- 001 BFY: 14 Fund: T Budget Org: 72DC Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00BM00 DCN - Line ID: 1472DC5001-001 Period of Performance: 11/15/2013 to 11/14/2018</p> <p>The contractor's technical quote dated 8/17/13 and revised price quote dated 10/23/13 are hereby accepted and incorporated by reference. In the event a discrepancy arises between the contractor's quote and the Statement of Work, the Task Order Statement of Work and the terms & conditions of the Task Order shall govern. This Task Order is effective 11/15/2013. The contractor is authorized to transition all active Work Orders from expiring Task Order 15 to EP-G14S-00107, effective 11/15/2013. This TO has been incrementally funded at \$500,000.</p> <p>5 year period of performance; maximum price ceiling</p> <p>IGF::OT::IGF Superfund Redevelopment Initiative (SRI)</p> <p>The obligated amount of award: \$500,000.00. The total for this award is shown in box 17(i).</p>					
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$0.00	

EPA SPECIFIC TERMS AND CONDITIONS

Full text of EPAAR clauses and provisions may be found as Chapter 15 at
http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title48/48cfrv6_02.tpl

1552.211-79 *COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT*

1552.208-70 *PRINTING*

1552.237-71 Alt I *TECHNICAL DIRECTION*

1552.211-75 *WORKING FILES*

EP-S 97-1 *ACQUISITION AND USE OF ENVIRONMENTALLY PREFERRABLE PRODUCTS AND SERVICES*

52.217-8 *OPTION TO EXTEND SERVICES*

1552.212-140 *PERIOD OF PERFORMANCE*

The period of performance of this order shall be from 11/01/2013 through 10/31/2018 exclusive of all required reports.

1552.232.70 Alternate I *SUBMISSION OF INVOICES*

1552.232-73 *PAYMENTS – FIXED RATE SERVICES CONTRACT*

1552.237-76 *GOVERNMENT – CONTRACTOR RELATIONS*

1552.245-71 *GOVERNMENT-FURNISHED DATA*

1552.242-100 *CONTRACT ADMINISTRATION REPRESENTATIVES*

Contracting Officer/Ordering Officer – Eric Schermerhorn
Contracting Officer Representative – Frank Avvisato
Alternate Contracting Officer Representative – Melissa Friedland

1552.245-73 *GOVERNMENT PROPERTY*

1552.203-71 *DISPLAY OF EPA OFFICE OF INSPECTOR GENERAL HOTLINE POSTER*

1552.209-76 *CONTRACTOR PERFORMANCE EVALUATIONS*

1552.210-73 MONTHLY PROGRESS REPORT – TIME AND MATERIALS OR LABOR HOUR CONTRACT

(a) The contractor shall furnish the below listed copies of a combined monthly technical and financial progress report, for Fixed Rate or T & M projects under the Delivery Order, briefly stating the progress made, including the number of hours expended during the reporting period and cumulatively, and the percentage of the project work remaining. Specific discussions shall include difficulties encountered and remedial action taken during the reporting period and anticipated activity during the subsequent reporting period.

(b) The report shall include the following financial information:

(1) Cumulative totals for the contract amounts obligated, amounts claimed, and remaining available funds. Available funds are defined as the total obligated amount less total amount claimed;

(2) Cumulative labor hours and dollars, broken out by prime and subcontractor labor category, expended from the effective date of the contract through the last day of the current reporting period;

(3) Actual costs and labor hours expended during the current month;

(4) Estimated costs and labor hours to be expended during the next reporting period.

(c) The reports shall be submitted **electronically** (e.g. via e-mail using Microsoft Word, Excel, or PDF format) to the following addresses on or before the **15th of each month** following the first complete calendar month of the contract. Distribute reports as follows:

One (1) copy to the Task Order Contracting Officer Representative

One (1) copy to the Contracting Officer

1552.209-70 ORGANIZATIONAL CONFLICTS OF INTEREST NOTIFICATION

1552.209-71 ORGANIZATIONAL CONFLICTS OF INTEREST

1552.209-73 NOTIFICATION OF CONFLICTS OF INTEREST REGARDING PERSONNEL

1552.209-74 (ALT V) LIMITATION OF FUTURE CONTRACTING

1552.227-76 PROJECT EMPLOYEE CONFIDENTIALITY AGREEMENT

52.227-14 RIGHTS IN DATA – GENERAL

52.246-11 HIGHER-LEVEL CONTRACT QUALITY REQUIREMENT (FEB 1999)

The Contractor shall comply with the higher-level quality standard selected below.

	Title	Number	Date	Tailoring
o	<u>QA-R2, QA-R5 2006</u>			

EPA-B-32-103 Limitation of the Government's Obligation

(a) Contract line item 1 is incrementally funded. For this item, the sum of **\$500,000** of the total price is presently available for payment and allotted to this contract.

(b) For items identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those items for the Government's convenience, approximates the total amount currently allotted to the contract. The Contractor will not be obligated to continue work on those items beyond that point. Subject to the clause entitled, "Termination for Convenience of the Government", the Government will not be obligated, under any circumstances, to reimburse the Contractor in excess of the amount payable by the Government in the event of termination of applicable contract line items for convenience including costs, profit, and estimated termination costs for those line items.

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (i) of this clause, the Contractor will notify the Contracting Officer, in writing, at least 5 days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85% of the total amount currently allotted to the contract for performance of the applicable items. The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of applicable line items up to the next scheduled date for allotment of funds identified in paragraph (a) of this clause, or to a substitute date as determined by the Government pursuant to paragraph (d) of this clause. If after such notification, additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause entitled "Termination for Convenience of the Government".

(d) The parties contemplate that the Government will allot additional funds for continued performance of the contract line items identified in paragraph (a) for this clause and will determine the estimated period of contract performance which will be covered by the funds. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and to the new estimated period of contract performance. The contract will be modified accordingly.

(e) If, solely by reason of failure of the Government to allot additional funds, by the dates indicated below, in amounts sufficient for timely performance of the contract line items identified in paragraph (a) of this clause, the Contractor incurs additional costs or is delayed in the performance of the work under this contract and if additional funds are allotted, an equitable adjustment will be made in the price of the items, or in the time of delivery, or both. Failure to agree to any such equitable adjustment hereunder will be a dispute concerning a question of fact within the meaning of the clause entitled "Disputes".

(f) The Government may at any time prior to termination allot additional funds for the performance of the contract line items identified in paragraph (a) of this clause.

(g) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default". The provisions of this clause are limited to the work and allotment of funds for the contract line items set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded except with the regard to the rights or obligations of the parties concerning equitable adjustments negotiated under paragraph (d) or (e) of this clause.

(h) Nothing in this clause affects the right of the Government to terminate this contract pursuant to the contract clause entitled "Termination for Convenience of the Government".

(i) The parties contemplate that the Government will obligate funds to this contract in accordance with the following schedule:

RECAPITULATION:

PRIOR THIS NEW AMOUNT

MOD. AMOUNT

BASE PERIOD

Total Maximum Amount: **\$23,748,500**

Funded Amount: **\$500,000**

ORDERING PROCESS (CO Custom Clause)

(a) Request for offer

(1) Each written request from the Contracting Officer will include the following:

- (a) The Work Request Statement of Work (SOW);
- (b) The components of offer (price quote, project plan, if required)
- (c) Time frame for submission of the offer; and
- (d) Any other relevant instructions to the contractor.

(b) Contractor submission

(1) The contractor shall acknowledge receipt of a request for offer. The contractor shall submit an offer to the Contracting Officer within 10 working days of receipt of a request, unless otherwise specified therein.

(2) Offers submitted shall be based on the fixed loaded labor rates set forth in the Task Order, or priced out by the contractor on a fixed price basis using a fixed price CLIN offer.

(3) The technical component of an offer must include for each major subtask, as appropriate, for the prime and any subcontractor(s):

- (a) Technical approach to perform the work, if required;
- (b) Staffing plan, if required;
- (c) Delivery schedule;
- (d) A certification pursuant to 1552.219-72 that the contractor is or is not aware of any potential Organizational Conflicts of Interest for the work outlined in the Government's Statement of Work; and
- (e) Any other requested information.

(c) Acceptance of offer

Upon acceptance of the contractor's offer, the Contracting Officer will modify the Task Order to establish, or increase, the current ceiling for Work Requests ordered to date. The contractor is then authorized to commence work up to the lesser of either the cumulatively approved Work Request ceiling, or the available funds ceiling.

INVOICE PREPARATION INSTRUCTIONS SF 1035

The information which a contractor is required to submit in its Standard Form 1035 is set forth as follows:

- (1) **U.S. Department, Bureau, or Establishment** - insert the name and address of the servicing finance office.
- (2) **Voucher Number** - insert the voucher number as shown on the Standard Form 1034.
- (3) **Schedule Number** - leave blank.
- (4) **Sheet Number** - insert the sheet number if more than one sheet is used in numerical sequence. Use as many sheets as necessary to show the information required.

- (5) **Number and Date of Order** - insert payee's name and address as in the Standard Form 1034.
- (6) **Articles or Services** - insert the contract number as in the Standard Form 1034.
- (7) **Amount** - insert the latest estimated cost, fee (fixed, base, or award, as applicable), total contract value, and amount and type of fee payable (as applicable).
- (8) **A summary of claimed current and cumulative costs and fee by major cost element.** Include the rate(s) at which indirect costs are claimed and indicate the base of each by identifying the line of costs to which each is applied. The rates invoiced should be as specified in the contract or by a rate agreement negotiated by EPA's Cost Policy and Rate Negotiation Branch.
- (9) The **fee** shall be determined in accordance with instructions appearing in the contract.

NOTE: Amounts claimed on vouchers must be based on records maintained by the contractor to show by major cost element the amounts claimed for reimbursement for each applicable contract. The records must be maintained based on the contractor's fiscal year and should include reconciliations of any differences between the costs incurred per books and amounts claimed for reimbursement. A memorandum record reconciling the total indirect cost(s) claimed should also be maintained.

SUPPORTING SCHEDULES FOR FIXED-RATE CONTRACTS

The following backup information is required as an attachment to the invoice as shown by category of cost:

Direct Labor - identify by labor category the number of hours, fixed hourly rate, and the total dollars billed for the period of the invoice.

Subcontracts - identify the major cost elements for each subcontract.

Other Direct Costs - when the cost for an individual cost (e.g., photocopying, material and supplies, telephone usage) exceeds \$1,000 per the invoice period, provide a detailed explanation for that cost category.

Indirect Cost Rates - identify by cost center, the indirect cost rate, the period, and the cost base to which it is applied.

Contractor Acquired Equipment - identify by item the quantities, unit prices, and total dollars billed.

Contractor Acquired Software - identify by item the quantities, unit prices, and total dollars billed.

Travel - when travel costs exceed \$2,000 per invoice period, identify by trip, the number of travellers, the duration of travel, the point of origin, destination, purpose of trip, transportation by unit price, per diem rates on daily basis and total dollars billed. Detailed reporting is not required for local travel.

The manner of breakdown, e.g., work assignment/delivery order basis with/without separate program management, contract period will be specified in the contract instructions.

NOTE: Any costs requiring advance consent by the Contracting Officer will be considered improper and will be suspended, if claimed prior to receipt of Contracting Officer consent. Include the total cost claimed for the current and cumulative-to-date periods. After the total amount claimed, provide summary dollar amounts of cumulative costs: (1) suspended as of the date of the invoice; and (2) disallowed on the contract as of the date of the invoice. The amount under (2) shall include costs originally suspended and later disallowed. Also include an explanation of the changes in cumulative costs suspended or disallowed by addressing each adjustment in terms of: voucher number, date, dollar amount, source, and reason for the adjustment. Disallowed costs should be identified in unallowable accounts in the contractor's accounting system.

RESUBMISSIONS

When an original voucher was submitted, but not paid in full because of suspended costs and after receipt of a letter of removal of suspension, resubmissions of any previously claimed amounts which were suspended should be submitted in a separate invoice showing the original voucher number and designated with the letter "R" with the copy of the removal of suspension notice. The amounts should be shown under the appropriate cost category and include all appropriate supplemental schedules. NOTE: All disallowances must be identified as such in the accounting system through journal entries.

Voucher resubmittals may also occur as a result of: (1) a new indirect cost rate agreement; or (2) adjustments to previously billed direct cost rates due to audit resolution. Such claims should be submitted in a separate invoice or request for contractor financing payment number. They should include supplemental schedules showing the previously adjusted amounts by contract period. If the resubmission is based on a new rate agreement, a copy of the agreement should be attached. Costs must be identified by delivery order or work assignment where appropriate. If the contract is Superfund-related, voucher resubmittals shall also

identify the amount claimed against each Superfund site and non-site-specific activity.

COMPLETION VOUCHERS

Submit a completion voucher when all performance provisions of the contract are physically complete, when the final report (if required) is accepted, and when all direct costs have been incurred and booked. Indirect costs may be claimed at the provisional rates, if final rates are not yet available. Contractors must identify these vouchers by typing "Completion Voucher" next to the voucher number. For contracts separately invoiced by delivery order, provide a schedule showing total costs claimed by delivery order and in total for the contract.

In addition to the completion voucher, the contractor must submit an original and two copies of EPA Form 1900-10, Contractor's Cumulative Claim and Reconciliation showing the total cumulative costs claimed under the contract.

The information which a contractor is required to submit in its EPA Form 1900-10 is set forth as follows:

- (1) **Contractor's Name and Address** - show the name of the contractor exactly as it appears in the contract and its correct address, except when an assignment has been made by the contractor, or the right to receive payment has been restricted, as in the case of an advance account. When the right to receive payment is restricted, the type of information to be shown in this space shall be furnished by the Contracting Officer.
- (2) **Contract Number** - insert the number of the contract under which reimbursement is claimed.
- (3) First voucher number and completion voucher number.
- (4) Total amount of cost claimed for each cost element category through the completion voucher.
- (5) Total Fee awarded.
- (6) Amount of indirect costs calculated using negotiated final indirect cost rate(s) and/or provisional rate(s) as specified in the contract, if final rate(s) are not yet negotiated for any fiscal period.
- (7) Fiscal year.
- (8) Indirect cost center.
- (9) Appropriate basis for allocation.

- (10) Negotiated final indirect cost rate(s) or provisional indirect cost rate(s).
- (11) Signature.
- (12) Official title.
- (13) Date.

FINAL VOUCHER AND CLOSING DOCUMENTS

After completion of the final audit and all suspensions and/or audit exceptions have been resolved as to the final allowable costs and fee, including establishment of final indirect cost rate(s) for all periods the contractor shall prepare a final voucher including any adjustments to vouchered costs necessitated by the final settlement of the contract price. Contractors must identify these vouchers by typing "Final Voucher" next to the voucher number. For contracts separately invoiced by delivery order, provide a schedule showing final total costs claimed by delivery order and in total for the contract. The contractor shall also provide an original and two copies of an updated EPA Form 1900-10, Contractors Cumulative Claim and Reconciliation, showing the total negotiated, cumulative costs for the contract. Indirect costs shall be included at the final negotiated rates.

In addition to the final voucher, the contractor must submit an original and two copies of the Contractor's Release; Assignee's Release, if applicable; the Contractor's Assignment of Refunds, Rebates, Credits and other Amounts; the Assignee's Assignment of Refunds, Rebates, Credits and other Amounts, if applicable; and the Contractor's Affidavit of Waiver of Lien, when required by the contract.

STATEMENT OF WORK

Support for the Superfund Redevelopment Initiative (SRI)

TASKS:

1. Research and Analysis. The contractor shall provide technical support for research and analysis being conducted by EPA, emphasizing the areas of institutional controls; integration of remedies and future site use, and program evaluation. The research and analysis may involve broad technical issues or site-specific ones. It involves technical risk and remedy analysis, market analysis, analysis of local land use regulations, site analysis, and feasibility studies. Some examples of the types of work that may be required under this task include development of methodologies to analyze Superfund remedies for integration of remedial strategies with future site uses; research and analysis of the potential for future site use to protect remedies; researching site-specific instruments, such as deed notices and Ready for Reuse Determinations, as tools for

supporting safe site reuse; technical support for preparation of fact sheets on reuse options for mining sites; analyses of the role of corporate social responsibility in site remediation and reuse; and conducting reuse assessments for sites.

2. Economic Analysis. The contractor shall provide technical support for the conduct of economic analyses. Examples of the types of work that may be required under this task include conduct of Superfund benefits analyses (including hedonic analysis and effect-by-effect analyses), and preparation of analyses of local economic impacts resulting from cleanup and reuse of Superfund, RCRA Corrective Action, Underground Storage Tank and Brownfields sites. Specific support for each site/project might include the following technical assistance services:

- Conducting site specific research of site documents: Collecting data related to the economic impacts of jobs, incomes, property values and property taxes and conducting necessary interviews with stakeholders; conducting site visits if necessary to obtain site photos, collect data from local governmental offices, and speak with local stakeholders about the state of redevelopment at the site; drafting case studies for sites that will be used to assist community stakeholders that are considering redevelopment of Superfund sites in their community.

3. Meeting, Conference and Training Support. The contractor shall, if required, provide technical support to OSRTI through attendance at and general logistics support for meetings, conferences and symposiums in direct support of an individual technical direction issued for one of the tasks specified here. The contractor shall also provide technical support for the development and implementation of training for delivery at Headquarters and Regional Offices and at conferences and workshops, with an emphasis on Superfund site reuse and institutional controls. For meeting and conference support, the contractor shall arrange travel only in accordance with the authority and limitations of the Section H clause entitled "Approval of Contractor Travel." If contractor attendance is required, all contractor personnel shall wear badges and clearly display their affiliation at meetings or other forums. Examples of the types of work that may be required under this task include attending a symposium on institutional controls to assist EPA in the development of a best practices compendium; providing technical support for the development of training on preparation and use of Ready for Reuse Determinations; and providing technical support for workshops on the role of site reuse planning in determining reasonably anticipated future use.

4. Strategic Planning and Performance Measurement. The contractor shall provide technical support for strategic planning and performance measurement across EPA cleanup programs. Examples of the types of work that may be required under this task include technical support for the analysis and implementation of existing performance measure requirements including Regional assistance for implementing institutional controls and development and implementation of new measures for OSWER cleanup programs. This includes the Office of Superfund Remediation and Technology Innovation (OSRTI), Office of Emergency Management (OEM) and Federal Facilities Restoration and Reuse Office (FFRRO); program evaluation of various program

elements, such as use of in-kind community support teams; and technical support to assist Regional offices in developing Regional reuse plans that establish goals and approaches for supporting future use at Superfund sites.

5. Engineering Analysis. The contractor shall provide technical support for analyses of risk, technology and other issues associated with the cleanup and reuse of contaminated sites. Examples of the types of work that may be required under this task include technical support for institutional controls cost analyses; analyses of state one-call notification systems' potential for institutional control implementation; impacts of remedy on reuse; analysis of the potential for use of green building approaches and alternative energy as a part of future site use; and analysis of mining site remediation and closure impacts on future land use.

6. Help Desk. The contractor shall provide technical support for managing a Superfund Site Reuse Help Desk to provide EPA staff and local stakeholders quick response expertise and assistance on issues related to the reuse of Superfund sites. The Reuse Help Desk provides EPA staff and their case teams, including site attorneys, remedial project managers, on-scene coordinators, community involvement coordinators, state staff and community representatives, assistance as they attempt to support reuse. Examples of the types of work that may be required under this task include expert consultation gained through hands-on experience at reuse sites; lessons learned at other sites that may help in overcoming reuse obstacles, such as the selection and implementation of appropriate and effective institutional controls; assistance in use of Ready for Reuse Determinations (RfRs), site reuse plans and other reuse-related tools; links to EPA staff and local stakeholders who may be able to provide insight based on their reuse experience; help in identifying key stakeholders and services to facilitate stakeholder participation; and the appropriate tools and resources such as policy documents, guidance, and fact sheets, that may serve to support reuse at a site.

7. Community Facilitation and Planning. The contractor shall provide technical support to EPA Headquarters and Regional offices for enhanced stakeholder processes aimed at better evaluating reasonably anticipated future uses of sites after cleanup. The contractor shall integrate technical site and market analysis into a diverse stakeholder process that includes tribes, state regulators, EPA site staff, land owners, PRPs, trustees, local government officials, community groups, and citizens. Examples of the types of work that may be required under this task include market analysis (including the market for innovative site reuses such as alternative energy production or eco-tourism); feasibility studies; green building design; landscape design; adaptive use analysis; historic building and site preservation planning; storm water management planning; site planning; facilitation of stakeholder meetings; mediation services; and sustainable redevelopment consultation.

8. Web Site Support. The contractor shall provide technical support for the collection and manipulation of various types of data to support other specific task areas and shall also provide technical support for the evaluation of the programs' web sites. Examples of the types of work that may be required under this task include developing and

maintaining detailed demographic information at the census block-group level to support benefits analyses; collection and maintenance of tax assessment information on all properties around sites to be used in analyses of property value impacts of site cleanup and reuse; collection and maintenance of costing data for institutional control mechanisms at sites; and preparation of new and updated materials (fact sheets, site profiles, site snapshots, etc) for posting to the programs' web sites.

9. Technical Support. The contractor shall provide technical support for the development of models and analyses of programs and technology. Examples of the types of work that may be required under this task include development of models for estimating the local impacts associated with specific site reuses, such as athletic tournaments; developing a model for the estimation of life cycle costs of institutional controls; analyses of state one-call notification systems for issues related to scope, membership, and location technology to evaluate potential applicability for institutional control mechanisms; and modeling and analysis of demand for and potential supply of alternative energy at reclaimed sites.

10. Data Analysis and Report Generation. The contractor shall develop standard and ad hoc reports (to include data, text, and graphics), using report writing software best suited for the request, from the various national regional systems in accordance with established schedules or as requested by the Government. Report development will include conducting user interviews with EPA personnel to collect data, developing a log to track user response, populating the system with the data that has been gathered, and generating a report(s). The contractor shall review the reports for accuracy and completeness. On weekly, monthly and/or quarterly cycles, the contractor shall process and distribute reports to appropriate personnel. The contractor shall run reports from EPA systems and prepare them for distribution.

The contractor shall also develop and revise standard and ad hoc reports that extract data from the various Superfund systems. These reports may be required on an ad hoc basis.

Due to the nature of the data, and the urgency of some requests, it is critical for the contractor to be able to provide Ad Hoc data pulls and analysis on short notice (within 24 hours). The contractor shall become very familiar with the Comprehensive Environmental Response, Compensation and Liability Information System (CERCLIS) Database and Superfund Enterprise Management System (SEMS) as the majority of data pulls and analysis is performed by pulling data from this database. The majority of data is pulled by using Sybase InfoMaker, Oracle, and/or Microsoft Access. The data is then manipulated in a spreadsheet and possibly further transposed into charts and graphs.

11. Support for Regional Five Year Reviews (FYRs). Five-Year Reviews (FYRs) are required by the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) for sites where remedial actions are selected that leave waste in place, to assure that human health and the environment are being protected by the remedial actions implemented. The National Contingency Plan requires the U.S. Environmental

Protection Agency (EPA) to review these sites at least once every five years, after the initiation of the selected remedial action.

The contractor will document any likely changes in future site use and highlight how potential land use changes may both affect protectiveness and present opportunities to create relationships with future users that would facilitate the long-term stewardship of the site. Institutional controls will be addressed, including clear presentation of details regarding their implementation, monitoring and enforcement. Where possible, the contractor will obtain copies of all implemented institutional controls and include them as an appendix to the FYR Report.

The contractor will use communications with site staff, interview results and review of decision documents and monitoring data to assess the site's remedy. The remedy assessment may reveal opportunities to maximize protectiveness, decrease operation and maintenance costs, or remove physical or institutional barriers to reuse. Collection and analysis of all relevant and available site data and documentation will also provide the opportunity to review whether the site is eligible for reuse-related performance measures.

Site research will be performed by reviewing existing decision and other site documents, including: Records of Decision, monitoring reports, risk assessments, preliminary closeout reports, final closeout reports, O&M reports, data collection reports, and remedial design or remedial action documents. Documents related to the site will be located online or provided by the Regional offices. The information from these documents will cover site history, corrective actions, remedial objectives and previous stakeholder perspectives on the site and its status.

Deliverables:

- Early draft of FYR Report
- Draft public notification announcing commencement of FYR process and develop a set of interview questions for relevant site personnel and community stakeholders.
- A list of remaining information needs following initial site research (to be gathered during the site inspection).
- Site inspection itinerary.
- A summary of the meetings attended, data collected, and persons interviewed during the site inspection.
- A set of notes on each of the interviews conducted with site staff and stakeholders during the site inspection.
- A complete draft of the FYR Report (submitted to the site's Remedial Project Manager for comment).
- A finalized FYR Report

12. Support for Redevelopment at Mining Sites and Mining Team

The contractor will support technical work related to hardrock mining sites including updating existing technical reports related to mining sites on the NPL, assess effectiveness of institutional controls at mining sites, support efforts to identify beneficial use of mine waste, provide support of economic and technical feasibility of alternative energy development at mine sites, conduct studies on the beneficial reuse of mine sites and support maintenance of the Superfund abandoned mine lands website. Additionally, the contractor will conduct technical studies in support of EPA's CERCLA 108(b) financial responsibility proposed rules efforts. The contractor will also provide technical support on existing or new EPA technical guides on addressing releases from hardrock mine sites, including assessing acid mine drainage metal mobility, identifying mitigation and cleanup approaches for mine wastes and mine influenced waters, and identifying cost estimating methodologies for addressing releases from hardrock mine sites. Additionally, the contractor will provide support to EPA Regions in reviewing hardrock mining Environmental Impact Statements with specific emphasis on the review of site-specific geochemistry, hydrology, cleanup methodologies, and financial assurance estimates.

All Work Requests, with individual project scopes, will be ordered via the Ordering Process clause.